

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

3-52

☐

Other

☐

Amendment Number:

Contract Number

EP-W-10-002

Contract Period 11/19/2009 To 09/19/2014

Base

Option Period Number 3

Title of Work Assignment/SF Site Name

R1 Northeast Diesel Meeting

Contractor

INDUSTRIAL ECONOMICS, INCORPORATED

Specify Section and paragraph of Contract SOW

Element 1: Planning and Marge pages 1-8

Purpose:

☒

Work Assignment

☐

Work Assignment Close-Out

☐

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 09/20/2012 To 07/31/2013

Comments:

The purpose of this action is to initiate Work Assignment 3-52 for 67 level of effort hours. The contractor shall submit a work plan and budget in accordance with the contract.

☐

Superfund

Accounting and Appropriations Data

☒

Non Superfund

SFO
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

11/19/2009 To 09/19/2014

Cost/Fee

LOF

This Action

Total

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee

LOE:

Cumulative Approved

Cost/Fee

LOE:

Work Assignment Manager Name: Alison Simcox

Branch/Mail Code:

Phone Number: 617-918-1684

FAX Number:

(Signature)

(Date)

Project Officer Name: Cheryl R. Brown

Branch/Mail Code:

Phone Number: 202-566-0940

FAX Number:

(Signature)

(Date)

Other Agency Official Name:

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name: Stefan Martiyan

Branch/Mail Code:

Phone Number: 202-564-1987

FAX Number:

(Signature)

(Date)

Work Assignment SOW

Title: Support EPA Region 1 in hosting the Northeast Diesel Collaborative Stakeholder/Partnership Meeting on [Spring 2013] in Boston, MA

Contractor: IEc, Inc.

Contract No.: EP-W-10-002

Work Assignment Number: 3-52

Estimated Period of Performance: Award Date to 7/31/2013

Estimated Level of Effort: 62 hours

Key EPA Personnel:

Work Assignment COR (WA COR):

Alison Simcox
Air Quality Planning Unit
US EPA Region 1
617-918-1684

Contract Level COR:

Cheryl R. Brown
CMG/OPEI (1805T)
202/566-0940
202/566-3001 (fax)

Background and Purpose:

The purpose of this work assignment is to assist the EPA in strengthening environmental partnerships and collaborative capacity as well as promote a continued culture of innovation in the Northeast Diesel Collaborative (NEDC). Specifically, EPA Region 1 requires technical support for the NEDC Partnership Meeting “Partners meeting” we intend to host on [Spring 2013] in Boston, MA. The duration of the event will be two (2) days.

The NEDC is a public-private partnership that brings together the collective resources and expertise of several state environmental agencies, EPA regional offices, and private sector companies with an objective to significantly reduce diesel emissions and improve public health in the eight northeastern states and the territories of Puerto Rico and the U.S. Virgin Islands.

EPA has long recognized that it needs to be adaptive, collaborative and flexible in finding ways to reduce emissions from in-use diesel engines. While regulatory approaches have established stringent emission standards for new diesel engines, in-use diesel engines,

also known as legacy fleets, have long useful lives resulting in on-going contributions of high levels of emission pollutants impacting public health and air quality.

The NEDC was established in 2005 as part of the EPA's National Clean Diesel Campaign and has been an effective partnership of federal, state, local agencies and private companies that has served as a forum for 1) EPA, states, territories, and other stakeholders to communicate clean diesel strategies and technologies and 2) a Steering Committee consisting of program managers from states, territories, EPA, and private companies working to establish clean diesel priorities and implement diesel emission reduction projects for the region.

Recently, the NEDC has embarked on broadening its scope in an effort to expand its membership to include a greater number of private entities, public agencies, quasi-public agencies and non-governmental organizations. This new approach will emphasize greater outreach among diesel emissions reduction advocates and work to leverage significant new resources to expand voluntary diesel emissions mitigation efforts. The NEDC will also work to support a culture of innovation in which the latest technologies and strategies including clean diesel investment opportunities can be shared amongst peers in an effort to bring positive and demonstrative results to improving air quality.

Innovation and collaboration will be critical to the success of the NEDC moving forward. Building on the annual face to face meeting of the Steering Committee, the expanded NEDC intends to bring together a broad based face to face partnership summit to:

- Discuss the latest policies addressing diesel emissions reduction
- Showcase the latest technologies and innovative approaches to reducing diesel emissions
- Learn about new opportunities for collaboration across public, private, non-governmental, quasi-public and other sectors
- Celebrate successful projects and policies while strategizing to implement efficient and effective clean diesel initiatives for the future

Under this contract, the contractor shall assist the EPA in stimulating and promoting innovation by providing systemic support that furthers an NEDC culture of innovation, internal and external collaboration, and environmental stewardship leadership by example.

Quality Assurance (QA) Requirements

Check ☐ Yes or ☒ NO, if the following statement is true or false. The Contractor shall submit a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models with their technical proposal.

Work Assignment CORs will provide additional information here, if **Yes** is checked above.

No environmental data will be collected for this work assignment. No modeling will be done.

Tasks and Deliverables:

The WA COR will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WA COR's comments.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

The contractor shall provide planning and management support to Region 1 for the NEDC Partnership Meeting under Element 1: Planning and Management Support, of the Technical Support for Stimulating and Promoting Innovations to EPA's System of Environmental Protection.

The contractor shall provide technical and administrative support for the NEDC Partnership Meeting, an informational event. This event is generally limited to participants from the NEDC and is regional in scope, covering EPA Regions 1 and 2. Technical support includes recording sessions and preparing and analyzing minutes, summaries, and proceedings. Administrative support includes researching potential venues, correspondence, developing an on-line secure registration site, managing registration, staffing the registration desk and procuring and supporting on site audio-visual equipment.

Task 1 - Prepare Workplan

The contractor shall prepare a workplan within 15 calendar days of receipt of a work assignment signed by the Contracting Officer. The workplan shall outline, describe and include the technical approach, resources, timeline and due dates for deliverables, a detailed cost estimate by task and a staffing plan. The WA COR, Contract Level COR and the CO will review the workplan. However, only the CO can approve/disapprove the workplan. The contractor shall prepare a revised workplan incorporating the Contracting Officer's comments, if required.

- 1.a. Workplan within 15 calendar days of receipt of work assignment
- 1.b. Revised Workplan within 5 calendar days of receipt of comments from the Contracting Officer, if required.

Task 2 – Administrative Support for [Spring 2013] NEDC Partners Meeting
 [Element 1: Planning and Management Support pages 1-8 of SOW]

The contractor shall identify options for venues based on cost, availability, location and adequacy for hosting Partners meeting. Particularly, contractor must consider Federal space availability and green space to the maximum extent practicable.

The contractor shall pay for meeting space upon agreement with WA COR. The Contractor is not allowed to use contract funds on food or refreshments.

The contractor shall produce agenda and program for Partners meeting.

The contractor shall prepare registration packets and staff registration desk.

- 2.a. Venue options presented to WA COR within 30 days of date requested.
- 2.b. Contractor to make payment to venue by appropriate cutoff date.
- 2.b. Draft agenda and program due to WA COR 6 weeks prior to meeting date.
- 2.c. Finalized agenda and program due within 1 week of WA COR comments.

Task 3 – Meeting Registration Support

[Element 1: Planning and Management Support page 1-7 of SOW]

The Contractor shall establish and service a web based registration site for the Partners meeting. The web based registration shall allow users to register for the conference and two breakout sessions. User information shall include name, organization and contact information. The contractor shall provide the WA COR with weekly updates of registration data for the six weeks preceding the [Spring 2013] meeting. The contractor shall close registration when requested by WA COR.

- 4.a. Creation of web based registration within 15 days of request from the WA COR
- 4.b. Weekly reports of registration data on [6 specific dates/6 weeks preceding meeting].
- 4.c. Close registration within 1 day of request from WA COR.

Task 4 – Technical Support for [Spring 2013] NEDC Partners Meeting

[Element 1: Planning and Management Support pages 1-8 of SOW]

The contractor shall prepare minutes of the Partners meeting main and breakout sessions including summaries of main discussion topics, issues and follow-up actions resulting from participant dialog during the question and answer periods.

The contractor shall provide the WA COR electronic copies of presentations (e.g., powerpoint, pdf, etc.) presented at the Partners meeting.

There will be up to ten main sessions and up to four breakout sessions (For example, see agenda from West Coast Collaborative's 2012 Partners meeting at <http://westcoastcollaborative.org/partners-mtg12-agenda.htm>)

- 5.a. Meeting minutes and discussion summaries within 15 days of meeting end date.
- 5.b. Electronic copies of presentations within 15 days of meeting end date.

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

3-52

☐ Other ☐ Amendment Number:Contract Number
EP-W-10-002

Contract Period 11/19/2009 To 09/19/2014

Title of Work Assignment/SF Site Name

Base Option Period Number 3

R1 Northeast Diesel Meeting

Contractor
INDUSTRIAL ECONOMICS, INCORPORATED

Specify Section and paragraph of Contract SOW

Element 1: Planning and Manage pages 1-8

Purpose: ☒ Work Assignment☐ Work Assignment Close-Out

Period of Performance

☐ Work Assignment Amendment☐ Incremental Funding

From 09/20/2012 To 07/31/2013

☒ Work Plan Approval

Comments:

The purpose of this action under Work Assignment (WA) 3-52 is to approve the contractor's work plan dated December 3, 2012 for 62 level of effort hours, an estimated cost of (b)(4) fixed fee of (b)(4) for a total of \$14,979.37.

☐ Superfund

Accounting and Appropriations Data

☒ Non-SuperfundSFO
(Max 2) ☐

Note: To report additional accounting and appropriations data use EPA Form 1900-BSA

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 8)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period: 11/19/2009 To 09/19/2014 Cost/Fee: LOE: 0

This Action: 62

Total: 62

Work Plan / Cost Estimate Approvals

Contractor WP Dated: 12/03/2012 Cost/Fee: \$14,979.37 LOE: 62

Cumulative Approved: Cost/Fee: \$14,979.37 LOE: 62

Work Assignment Manager Name Alison Simcox

Branch/Mail Code:

(Signature)

(Date)

Phone Number 617-918-1684

FAX Number:

Project Officer Name Cheryl R. Brown

Branch/Mail Code:

(Signature)

(Date)

Phone Number: 202-566-0940

FAX Number:

Other Agency Official Name

Branch/Mail Code:

(Signature)

(Date)

Phone Number:

FAX Number:

Contracting Official Name Stefan Yandiyev

Branch/Mail Code:

(Signature)

(Date)

Phone Number: 202 564 1987

FAX Number:

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

3-52



Other



Amendment Number:

000001

Contract Number

EP-W-10-CG2

Contract Period 11/19/2009 To 09/19/2014

Base

Option Period Number 3

Title of Work Assignment/SF Site Name

R1 Northeast Diesel Meeting

Contractor:

INDUSTRIAL ECONOMICS, INCORPORATED

Specify Section and paragraph of Contract SOW

Element 1: Planning and Mange pages 1-8

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 09/20/2012 To 09/19/2013

Comments:

The purpose of this amendment to Work Assignment (WA) 3-52 is to extend the WA period of performance end date to September 19, 2013 at no additional cost to the Government.



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO
(Max 2)

Note: To report additional accounting and appropriations data use EPA Form 1930-65A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 8)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

11/19/2009 to 09/19/2014

Cost/Fee:

LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor W/P Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Alison Simcox

(Signature)

(Date)

Branch/Mail Code:

Phone Number 617-918-1684

FAX Number:

Project Officer Name Cheryl R. Brown

(Signature)

(Date)

Branch/Mail Code:

Phone Number: 202-566-0940

FAX Number:

Other Agency Official Name

(Signature)

(Date)

Branch/Mail Code:

Phone Number:

FAX Number:

Contracting Official Name Stefan Vardanyan

(Signature)

(Date) 3/27/13

Branch/Mail Code:

Phone Number: 202-566-1987

FAX Number:

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

3-52

☐ Other☒ Amendment Number:

000002

Contract Number

EP-W-10-002

Contract Period 11/19/2009 To 09/19/2014

Base

Option Period Number 3

Title of Work Assignment/SF Site Name

R1 Northeast Diesel Meeting

Contractor

INDUSTRIAL ECONOMICS, INCORPORATED

Specify Section and paragraph of Contract SOW

Element 1: Planning and Mange pages 1-8

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 09/20/2012 To 09/19/2013

Comments:

The purpose of this action to Work Assignment (WA) 3-52 is to approve the contractor's work plan dated August 21, 2013 and to approve the increase of level of effort (LOE) hours at no additional cost to the Government. The approved estimated cost is (b)(4) fixed fee is (b)(4) and LOE of 51 cost hours and 46 no cost hours for a total of 97 additional hours.



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO
(Max 2)

Note: To report additional accounting and appropriations data use EPA Form 900-69A

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee: \$15,405.73

LOE: -267.36

11/19/2009 To 09/19/2014

This Action:

\$9,568.72

426

Total:

\$24,974.45

159

Work Plan / Cost Estimate Approvals

Contractor WP Dated: 08/21/2013

Cost/Fee: \$9,568.72

LOE: 426

Cumulative Approved:

Cost/Fee: \$24,974.45

LOE: 159

Work Assignment Manager Name Alison Simcox

Branch/Mail Code:

(Signature)

(Date)

Phone Number 617-918-1684

FAX Number:

Project Officer Name Cheryl R. Brown

Branch/Mail Code:

(Signature)

(Date)

Phone Number: 202-566-0940

FAX Number:

Other Agency Official Name

Branch/Mail Code:

(Signature)

(Date)

Phone Number:

FAX Number:

Contracting Official Name Stefan Martiyan

Branch/Mail Code:

(Signature)

(Date)

Phone Number: 202-564-1987

FAX Number: